

AOP 6: HUMAN BIOLOGICAL EVIDENCE STORAGE	Page 1 of 2
Division of Forensic Science Administrative Operating Procedures	Amendment Designator: A
	Effective Date: March 10, 2003
<p style="text-align: center;">AOP 6: HUMAN BIOLOGICAL EVIDENCE STORAGE</p> <p>6.1 BACKGROUND</p> <p>Evidence submitted for this purpose must be retained IAW § 19.2-270.4:1. All such submissions must be accompanied by a court order. A separate area has been set aside in the Central Laboratory's main evidence vault for holding these submissions.</p> <p>6.2 POLICY</p> <p>6.2.1 The following FACTS tasks should be performed at the time of submission:</p> <p>6.2.1.1 Use the submitting agency as usual, but the primary section will be SE (security).</p> <p>6.2.1.2 Input the submitting and investigating officers, the Agency case number(s) and the offense code (mandatory field).</p> <p>6.2.1.3 In the court field, enter the court ordering the storage.</p> <p>6.2.1.4 For requested exam use ST (Human Biological Evidence Storage).</p> <p>6.2.1.5 Input the suspect.</p> <p>6.2.1.6 On the evidence screen, use new container numbers starting with the next sequential number allowed by FACTS, even if there are already container barcode labels on the evidence. Do not resubmit any containers. There is no way of knowing if the evidence in this container is the same as it was when submitted, so we are going to use new container numbers for all the evidence.</p> <p>6.2.1.7 Make containers descriptions very accurate since they will later be used to help locate the evidence.</p> <p>6.2.1.8 Generate barcode labels and place them on the correct container(s). If a previous barcode label is present, place a single strike through it and initial in such a manner as to leave the original information legible.</p> <p>6.2.1.9 Mark item numbers reported on the RFLE to be in these containers on the containers themselves whenever possible.</p> <p>6.2.1.10 Mark container numbers on the original RFLE so that each item can be associated with its container. The submitting agency will have a correct inventory of the evidence and an accurate listing of which items are in which containers. An inventory will not be conducted by DFS.</p> <p>6.2.1.11 When transferring by lock box, select the code ST (Human Biological Evidence Storage) for transfer reason.</p> <p>6.2.1.12 Attach a copy of the RFLE to each container and mark each container appropriately, the same as for other evidence.</p> <p>6.2.1.13 The original RFLE and court order shall be sent to the Central Lab with the evidence or placed in the original case file if the receiving laboratory still has the original case file in its possession.</p> <p>6.2.1.14 A copy of the court order will be forwarded with the evidence.</p>	

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<p>6.2.2 Central Laboratory Personnel will:</p> <p>6.2.2.1 If the original RFLE and court order are sent with the evidence, forward to administration for filing.</p> <p>6.2.2.2 Forward a copy of the RFLE and court order to the Division’s Attorney.</p> <p>6.2.2.3 Place all containers, if necessary, in the appropriate size box (convenience package) for storage.</p> <p>6.2.2.4 Attach a copy of the court order to the container labeled “container one” unless the container(s) is (are) placed into a box (convenience package). In that situation, attach a copy of the RFLE to the outside of the box (convenience package) and mark the FS Lab Number on the outside in large letters.</p> <p>6.2.2.5 Place the evidence in the storage area and enter a location code (HB) into FACTS for where the evidence is stored.</p> <p style="text-align: right;">◆ End</p>		